



Member Mailing List Rental Application and Guidelines

Use of the Colorado Nonprofit Association member mailing list can help you reach the Colorado nonprofit sector to market your services, communicate your programs and events, and announce your funding opportunities. Please note that some of Colorado Nonprofit Association's nonprofit members request to be excluded from our mailing list and we honor all such requests. You may rent the list for use on a **one-time-only basis**. The list is in an Excel spreadsheet format. *Please review the terms and conditions below.*

Name: _____ **Title:** _____

Organization: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone: _____ **Fax:** _____

Email: _____

Name and Email Address of Recipient: *(if different from above)*

Additional Instructions: *(Colorado Nonprofit Association will email the mailing list upon receipt of full payment.)*

<p>What is the purpose of your mailing? <i>Please describe and provide a sample of the mailing to be sent. Sample must be provided before the Association will release records.</i></p>	<p>Rush Order <i>(Rush orders will be completed within two (2) business days and will incur an additional charge of \$25.00)</i></p>
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Your list request will be fulfilled only upon receipt of full payment.

Payment information: Check # _____ is enclosed OR

Visa MC # _____ **Exp. Date** _____ **Billing Zip** _____

Name on Card _____ **Signature** _____

(If you prefer, you may call the number on the next page to disclose credit card information.)

Fees and Pricing	Colorado Nonprofit Association Nonprofit Members
	<input type="radio"/> \$200.00
	Colorado Nonprofit Association Business Members
	<input type="radio"/> \$300.00 (Premium Member) <input type="radio"/> \$360.00 (Advantage Member) <input type="radio"/> \$380.00 (Standard Member)
	Nonmembers
<input type="radio"/> \$400.00	
Rush order	
<input type="radio"/> additional \$25.00	

COLORADO NONPROFIT ASSOCIATION MAILING LIST REQUEST AGREEMENT

I agree to the following terms and conditions for purchasing Colorado Nonprofit Association's mailing list:

- The Colorado Nonprofit Association mailing list contains only current Colorado Nonprofit Association nonprofit members that permit us to include them on this mailing list.
- Some nonprofit members request to be excluded from the Colorado Nonprofit Association mailing list and we honor all such requests.
- In compliance with our privacy policy we do not release phone numbers or email address – physical mailing addresses only.
- The Colorado Nonprofit Association mailing list is for a one-time use only. The list may not be duplicated without the prior written permission of the Colorado Nonprofit Association. Usage of the list is monitored.
- No mailing may have the Colorado Nonprofit Association's name on it, or imply an endorsement by our organization without prior written approval by the Colorado Nonprofit Association.
- The mailing should not conflict with any codes of ethics or standards from major nonprofit associations and other groups such as the Association of Fundraising Professionals (AFP), the Philanthropic Advisory Service of the Better Business Bureau (PAS/BBB), or the National Charities Information Bureau (NCIB).
- The Colorado Nonprofit Association must receive a copy of the proposed mailing and the rental application before releasing member records.
- The customer is responsible for the full cost of this order. Fees and pricing are stipulated on the mailing list rental application.
- The customer will not receive the requested list of member records until full payment is received.
- The Colorado Nonprofit Association requires up to five (5) business days to process requests. Rush orders, i.e. those needed within two (2) business days, are subject to an extra charge of \$25.
- The Colorado Nonprofit Association provides information electronically in comma delimited format in an Excel spreadsheet. The customer is responsible for any additional importing or reformatting.
- The Colorado Nonprofit Association is only responsible for sending the to the customer the requested mailing list. The customer is responsible for his or her own mailing preparation thereafter.
- The Colorado Nonprofit Association reserves the right to refuse purchase to any group or individual for any reason.

I agree to the terms and conditions stated above.

Signature:

Date:

Organization:

Please send a copy of your mailing and this signed form to:

Colorado Nonprofit Association

455 Sherman St, Ste 207 Denver, CO 80203-4494

(303) 832-5710/(800) 333-6554 ext. 215, Fax: (303) 894-0161, espletzer@ColoradoNonprofits.org